

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

05 October 2016

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #16-140

POSITION: Human Resources Assistant (Information Systems) (D1045000) (GS-0203-06/07)
EXCEPTED POSITION

LOCATION: Human Resources Office, Camp Keyes, Augusta, Maine

SALARY RANGE:

\$36,025 to \$46,831 per annum **GS-06**

\$40,033 to \$52,043 per annum **GS-07**

CLOSING DATE: 20 October 2016

AREA OF CONSIDERATION:

AREA I: All permanent and indefinite Excepted Technicians in the Maine Air National Guard.

AREA II: All members of the Maine Air National Guard, to include AGR personnel.

AREA III: Personnel eligible for membership in the Maine Air National Guard.

PERMANENT CHANGE OF STATION (PCS): PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

DUTIES: See attached duties and responsibilities.

QUALIFICATIONS: This position may be filled at the GS-06 or GS-07 grade. If filled at the GS-06 grade, the individual selected may be promoted to the next higher grade without further competition when it has been determined that the individual meets the qualifications required for promotion to the higher grade.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show how they meet the General and Specialized Experience and other requirements listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Clerical or administrative experience, education, and/or training which has provided the candidate with the ability to search for and compile information/data, process documents, and provide information about regulations, procedures, and programs.

SPECIALIZED EXPERIENCE: Must have nine (9) months experience for the GS-06 level or twelve (12) months experience for the GS-07 level which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

GS-06

1. Skill in gathering information, data, and preparing reports.
2. Ability to communicate both orally and in writing.
3. Knowledge of federal government rules, regulations, laws, and policies governing the type of transactions being dealt with.
4. Ability to analyze information and formulate recommendations
5. Ability to analyze and resolve application problems associated with the Defense Civilian Personnel Data System

GS-07

1. Knowledge of all the HR functional areas and their data requirements pertaining to the automated personnel data system.
2. Ability to communicate both orally and in writing.
3. Knowledge of HR rules, regulations, procedures and requirements in a variety of HR specialties.
4. Skill in gathering information, data, and preparing reports.
5. Ability to analyze and resolve application problems associated with the Defense Civilian Personnel Data System

COMPATIBILITY CRITERIA: AFSC: 3S0X1, 3S2X1

SELECTED RESERVE INCENTIVE PROGRAM (SRIP): Non-Technician Maine National Guard personnel who are SRIP participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped if selected as a permanent military Technician. Applicants should contact the MEARNG Incentive Manager at 430-5922 to determine any possible termination and/or recoupment actions that may result from accepting this position.

HOW TO APPLY: Detailed instructions are contained in an Instruction Guide titled “Technician Vacancy Announcement Guide” which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA”. Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: ng.me.mearng.list.hro-applications@mail.mil

APPOINTMENT: Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6013 / COM (207) 430-6013 FAX: DSN 626-4246 / COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

/////Signed\\\\\\\\\\
LISA M. SESSIONS
MAJ, AG
Human Resources Specialist
(Recruitment & Placement/Compensation)

D1045000**DUTIES:**

This position is located in the Human Resources Office (HRO). The purpose of this position is to assist a Human Resources Specialist (Information Systems), (HRSIS) in maintaining the DOD Enterprise-Wide Automated Human Resources (HR) System called Modern Defense Civilian Personnel Data System (DCPDS).

--Identifies, documents and reports system problems to the HRSIS. Submits processes and reports to initiate print operations and produce a variety of printed products such as Notifications of Personnel Action, Requests for Personnel Action and various reports on individual personnel. Reviews these printed products for completeness and distributes to appropriate activity/installations, HRO work centers, customer service representatives and field offices. Maintains system management documentation, and systems management correspondence, regulations, directives, and guidance. Ensures that records are properly filed for audit trail purposes. Maintains the User Manual library ensuring all updates are filed immediately following the issuance of change documents.

--Runs standardized reports from Customer Service unit (CSU) server. Reviews report data to identify potential database quality assurance problems. Reports potential problems to a HRSIS. Schedules and initiates data calls from stored Discoverer query library ensuring that those reports required on a recurring basis are produced as scheduled. Assists specialist with inputting new queries and editing existing queries, resolving syntax errors as necessary. Distributes products to appropriate work centers in a timely manner. Monitors the database to ensure timely correction of database discrepancies by work center personnel.

--Assists with review of error listings received from National Guard Bureau – Manpower, Human Resources and Defense Civilian Payroll System (DCPS). Monitors system rejects (i.e. pay adjustments, education, acquisition codes, or social security numbers, etc.); applies knowledge of human resource procedures for National Guard technicians and Active Guard Reserve (AGR) human resources management and administrative rules, regulations, policies and procedures to identify discrepancies and determines errors needing correction. Refers discrepancies to responsible HR area for correction or initiates personnel actions to accomplish corrections and cancellations. Gathers facts to determine problem causes, using system time stamp features to help identify when a problem on an individual personnel action occurred. Responsible for maintaining master personnel and organizational records. Accomplishes data reconciliation with different systems to ensure agreement between state and other related files. Performs data base quality assurance tasks to include analyzing quality control data retrievals (queries), data reconciliation and rejects from reports. Identifies invalid or missing data, trends, and problem areas, recommending modifications to data or business processes. Establishes quality control reviews to determine a wide range of data items affecting legal authorities, pay and benefits that have been incorrectly coded based on human resources knowledge and guidance and employee history files to ensure database accuracy. Assists specialist with reconstruction of employee records or history when required.

--Assists or provides initial and/or update training to office functional staff to familiarize them with operating remote terminals, coding and inputting transactions, and maintaining system security. Ensures that formal training is provided to inform users of current and future changes. Assists the

HRSIS in computer inventories and helps determine equipment needs, discrepancies, relocation, etc. for better utilization of the equipment. Assures that unauthorized persons do not have access to the system. Provides guidance and technical assistance to functional area personnel concerning transaction-input problems and/or error conditions. Advises functional staff on new procedures and problems associated with system release and patch processing. Disseminates and clarifies correspondence which changes operational procedures such as releases, patches, electronic mail, newsletters, etc.

--Uses data system skills and basic human resources management and administrative knowledge to assist in all aspects of analyzing and managing the automated personnel data system. Assists with notification of system activity to ensure functional staff has time to input transactions and all system operational processes are accomplished. Keeps track and advises when system will be operational for drill weekends. Ensures system operational procedures are followed and satisfactorily completed; researches and analyzes problems; monitors actions requested to ensure that all problems encountered are fixed. Reviews data flow action list for proper sequence control, and establishes or changes sequence control as necessary to ensure successful processing of related messages.

--Assists in troubleshooting computer problems. Assists in setting up shortcuts, favorites, startup routines and other time-saving techniques on office computer terminals. Monitors Discoverer query library for volume and assists in cleanup of files where directed by HRSIS. Assists with upload of patches, messages, and system advisory notices. Performs uploading/downloading of files and new software. Uses MS Office products to manipulate data and produce products. Assists in the determinations of equipment needs, discrepancies, relocation, etc.

--Performs other duties as assigned.